

CITY OF TUALATIN

Classification Description

Job Title: Police Lieutenant
Department: Police
Reports To: Captain
FLSA Status: Exempt

SUMMARY: Works with other Police Command Staff personnel with the development and implementation of goals, objectives, policies, and priorities of the Department's and City's vision/strategic plans, including directing the organization, staffing, and operational activities for assigned divisions within the Police Department involved in the enforcement of all federal, state and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property.

SUPERVISION: Work is performed under the direction of a Captain; however the exercise of independent judgment and initiative is stressed. Supervision is exercised over police sergeants and other staff as assigned by the Chief of Police. May be appointed to act as Chief of Police in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops goals, objectives and work plans for division and unit based upon current and projected demands, expectations, and allocated resources. Coordinates and directs program activities to accomplish goals and objectives. Reviews and analyzes program and project activity to determine personnel and resource allocation and performance.

Reviews and evaluates employee's behaviors and performance. Assigns duties and responsibilities. Determines training needs and develops programs to improve performance. Provides leadership and serves as a mentor to departmental personnel.

Works closely with Police Command Staff to prepare department budget by identifying programs, outlining program activities, and determining resources necessary for programs; develops justifications and program performance measures; monitors expenditures against budget; approves expenditures specifically related to the assignment and projects. Assists Police Command Staff in the formulation of annual and long-term budget estimates for the Police Department.

Writes and/or reviews proposed changes in policy, procedure or legislation assessing the potential impacts or changes upon the division or department.

Serves as the City, Department and/or Chief of Police representative at a variety of meetings, committees, conferences, and community organizations.

Reviews and provides assistance and/or advice and guidance to subordinate personnel on serious or sensitive issues and makes recommendations to the Support Services Captain.

Works closely with employees on issues of discipline, labor relations, contract issues, employee development, training, and discipline. Initiates or recommends appropriate disciplinary actions.

Addresses citizen's contacts or complaints in a timely manner. Takes appropriate measures to ensure expedient resolution and/or citizen satisfaction.

Plans, controls and directs activities of a division of the Police Department, including creation of procedures consistent with the police department mission and City policies and priorities. Develops program and project goals, work plans and standards. Maintains statistics for area of responsibility.

Supervises, assigns, directs, evaluates and recommends hiring, termination, transfer, promotion, and demotion. Takes appropriate disciplinary action toward police personnel, consistent with established policies and procedures.

Coordinates and maintains files and records. Coordinates training to meet the needs and requirements of the personnel within the department.

Assists in the formulation of department rules, procedures, and policies.

Oversees and assists in investigations where major crimes, accidents or unusual incidents are involved. Performs investigative or patrol duties as necessary.

Establishes and maintains cooperative working relationships in the City and in other jurisdictions. Confers with attorneys in connection with the prosecution of criminal complaints. Participates in public relations programs of the Department and maintains communications with organizations, schools, and other groups in the City.

Interprets new laws, ordinances, rules, regulations, policies, and procedures for employees.

Conducts or directs the conduct of internal affairs investigations regarding possible officer misconduct.

Assists Sergeants, Program Coordinator, and Community Services Officer in performance of duties, personally conducting highly sensitive investigations and/or other police duties.

Prepares, analyzes, and reviews reports, documents, and statistics.

Drives to city facilities, vendors, training programs and local and regional meetings as necessary.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree in law enforcement, police administration, public administration or related field required. Eight years responsible experience in law enforcement, with at least two years experience in a supervisory position. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the above.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills & Abilities: Ability to work with mathematical concepts such as probability and statistical inference quickly and accurately. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to analyze accounting and auditing problems and to develop effective controls. Ability to maintain moderately complex financial records and prepare clear and concise reports.

Computer Skills: Ability to operate a personal computer and associated software including Microsoft Word and Excel.

Certificates, Licenses, Registrations: Possession of the Management Certification from the Oregon Department of Police Standards and Training (D.P.S.S.T.) within one year of appointment. Possession of a valid Oregon driver's license at time of appointment; must have acceptable driving record.

Knowledge Skills and Abilities: Thorough knowledge of modern police methods, procedures, and practices, including traffic patrol, safety and investigations. Thorough knowledge of federal, state and local laws and ordinances pertaining to law enforcement. Thorough knowledge of budget preparation and administration. Thorough knowledge of the principles of supervision, organization and administration of a modern police department. Thorough knowledge of community policing, tactical operations, records and patrol management. Considerable knowledge of police equipment, its operation and maintenance. Considerable knowledge of employment and labor laws.

Ability to establish and maintain effective working relationships with public and private officials and the general public. Ability to plan, organize, assign, supervise, and review the work of other employees. Ability to develop, supervise, and evaluate police programs, employees, and activities. Ability to communicate clearly and effectively in both oral and written form. Ability to understand and write clear reports. Familiar with the geography and people of the City of Tualatin.

PHYSICAL DEMANDS & WORK ENVIRONMENT & SPECIAL REQUIREMENTS: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

While performing the duties of this position the employee is occasionally exposed to outside weather conditions with the majority of the duties performed in an indoor environment with a moderate noise level. While performing the duties of this position an employee may be subject to frequent interruptions and deal with upset individuals.

Ability to work different shifts, which may include evenings, weekends and holidays.

Employees in this classification are required to wear uniforms.

Age: Must be at least 21 years of age.

Vision: Uncorrected or corrected visual acuity of 20/20 in both eyes combined. Applicants with less than 20/200 uncorrected visual in both eyes must be rejected. Applicants must possess normal color discrimination, normal binocular coordination, and normal peripheral vision.

Mental & Physical Ability: Employee must pass a psychological exam, medical exam with drug screen and a physical agility test prior to appointment. Employee will be required to participate and successfully complete an annual physical agility testing.

Criminal Record: Must not contain any convictions more serious than minor traffic violations.